



The Administration Committee

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- **The Committee**
- **Christine Cole** (Chairman)
- **John Pennock** (Vice Chairman)
- **Steve Harris** (Executive Member)
- **Roy Brown**
- **Keith Jackson**
- **Garry Barr** (Secretary)

What do Administration Committee do?

The Administration Committee has the power and authority to do the following:

- **Establish policy and guidelines and receive reports from staff on the development, implementation and operation of those policies**
- **Establish, set and approve budgets for the administration of Club Headquarters.**
- **Monitor and oversee the development of all Club Units and to monitor Regional and National Section minutes along with Club activities.**

(Source Voluntary Officers Manual & Club Standing Orders)

Projects Completed

- **VOM full re-write and release.**
- **Green Papers now on-line**
- **In place of another Admin' seminar we now have Treasurer re-fresh training undertaken.**
- **Constitutions simplified re-written, approved and released to all Units to implement.**

Current Projects

- **Sections Forums future**
- **Region/District Association relationships?**
- **The Future of our units?**
- **Treasurer training on-going...**

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Thank You

Any Questions ?